



Job Title:	Remedial Services Counselor	Job Category:	Exempt			
Department/Group:	Remedial Services	Job Code/ Req#:	13139			
Location:	Satellite Offices	Travel Required:	Some travel may be required			
Level/Salary Range:	\$22- \$25 hourly	Position Type:	Part-Time			
HR Contact:	Teresa Hobson Human Resources Specialist	Date posted:	September 2, 2009			
		Posting Expires:	Open until filled			
Applications Accepted By:						
FAX OR E-MAIL: 515.256.8082 or thobson.lifelineresources@gmail.com Subject Line: Remedial Services Counselor Attention: HR Department		MAIL: LIFE-LINE RESOURCES, LLC Human Resources Department P.O. Box 580 Des Moines, IA 50302				
Job Description						
<p>ROLE AND RESPONSIBILITIES</p> <p>Remedial counselor will educate clients and parents on healthy ways to manage the children's mental health needs. Aid children and their families in using healthy coping and communication skills. Counselor will provide support and assist families in coping with stresses involved in dealing with children's behaviors. Counselor will assist the family and child in gaining understanding of the youth's mental health needs. Counselor will assess family dynamics, including family strengths and presenting problems. Counselor will collaborate with families and involved parties to ensure long term success with families and provide progress reports on child's improvement.</p> <p>Counselor develops healthy working relationship with parents. Individual will maintain consistent contact with child and families. Counselor is responsible for attending monthly meetings and scheduled trainings. Counselor is expected to complete notes for each client session in a timely fashion.</p> <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Qualified applicant will must possess the following:</p> <ul style="list-style-type: none"> • High School Diploma or GED • Have three (3) to four (4) years of experience in the Human Services or related field • Have knowledge and experience in teaching skill building in Coping, Communication, Healthy Relationship, Social, and Age Appropriate abilities • Exceptionally effective organizational skills • Effective written communications skills • Computer skills including spreadsheet (Excel) and word processing (Word) programs, and e-mail at a highly proficient level • Excellent time and stress management skills • Excellent interpersonal skills • Analytical and problem solving skills • Decision making skills • Effective verbal and listening communications skills • Attention to detail and high level of accuracy • Possess cultural awareness and sensitivity • Demonstrate sound work ethics 						
Approved By:	Vince Kelly	Date:	September 2, 2009			



Last Updated By:	Teresa Hobson	Date/Time:	9/2/2009
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